

FIELD EDUCATION (FE) AND WORK INTEGRATED LEARNING (WIL) POLICY

1. PREAMBLE

The College strives to provide quality experience to its students and considers that placements and work experience are integral to learning how theoretical concepts and principles are applied in a workplace setting. Field Education and Work Integrated Learning are thus a unique feature of the Course that the College offers. This ‘policy’ outlines how Field Education and WIL will be implemented to enhance students learning experience to the workplace.

2. PURPOSE

The purpose of this Policy is to outline how the College conceives FE and WIL and implements it so that quality of learning and assessment is not compromised and students are protected against various risks that could rise in the workplace.

3. SCOPE

The scope of this Policy applies to all College students and to both academic and non-academic staff.

4. FE AND WIL POLICY STATEMENT

FE/ WIL placement is a structured and purposefully designed learning and assessment activity in the course curriculum that integrates theory with the practice of work. It offers students an opportunity to interact with industry and/or the community in a real work context and to learn, apply and demonstrate skills and knowledge relevant to their course of study and future profession or career. FE/WIL assists students to develop their work-readiness and employability.

FE/WIL may be offered as a core or elective component of Course, depending on the nature of Course.

5. FE AND WIL PRINCIPLES:

FE and WIL has been designed to:

- a) integrate theoretical learning with practical application in professional, industry, community or other work-related contexts

- b) align with and be assessed by the College itself in relation to the expected learning outcomes and/or assessment strategy of the Course and Unit in which FE/WIL is a component
- c) align with the inherent requirements of the Course
- d) prepare and support students throughout the FE/WIL to achieve the Course and Unit Learning Outcomes
- e) include student preparation, supervision and monitoring of progress and enable students to reflect on their practice
- f) be inclusive, cater for student diversity and not create undue hardship for students to maximise their participation
- g) minimise risks to students, partner organisations, the community, and the College.
- h) The design and delivery of the content and organisation of the FE/WIL is based on the workplace ready approach where students apply some of the previously obtained knowledge in the College to the real workplace and further develop their knowledge through the professional mentorship program, thereby enhancing their skills to become workplace ready. Work placement is conceived of as an interactive and reflective learning experience in which students are encouraged to be actively engaged in the whole learning process. The placement is designed in a way that encourages students to take 'deep approach' to learning and focussed on enhancing their appreciation of diversity of working contexts and the skills required to become successful graduates.
- i) The learning outcomes of the FE/ WIL will be addressed through a balanced combination of different learning activities.
- j) Students learning process will be guided by key principles during the FE and WIL practice.

Figure 1. Seven Principles for FE and WIL



6. FE AND WIL INFORMATION TO STUDENTS

Students and prospective students will be given current, accurate, clear and comprehensive information about the FE and WIL components in Units of the Course. The information will include sufficient detail to enable students to make informed decisions before admission into the course or enrolment in units. This includes details of any conditions of enrolment or participation applicable to the FE and WIL component. This information has also been included in Student Handbook, Information for prospective Students.

For any student, the preparation for the FE and WIL commences at least one trimester prior to the actual start of the FE and WIL.

7. FE AND WIL DELIVERY AND REVIEW

WIL management and decision-making will be fair, equitable and documented to ensure transparency.

For FE, college may or may not involve a third party organisation for the FE implementation except for seeking host organisation(s) that could liaise the College and the organisation where students could be placed for FE. All the supervision, progress monitoring and assessment tasks are conducted by the College itself. FE will be assessed in relation to expected learning outcomes and in accordance with Sydney Met's 'assessment policy and procedure'. Students' progress will also be monitored according to Sydney Met's policies.

For WIL, following two modalities will be implemented. The College will communicate with the student about one or both modalities will be on offer at least one trimester prior to the commencement of the WIL.

a. **Placement-based WIL:**

The focus of this model is placing students in an NGO, or a community organisation, a government agency, or a business where there is a significant inter-cultural focus in business, IT, and entrepreneurial activities. Every attempt will be made to identify opportunities for students in Australian enterprises opened and run by the people of multi-cultural background with their core domains of the business being social responsible and the products and services catered for the clients from various backgrounds. Each student will be placed in the host organisation for a certain number of hours as part of the Unit, combined with assessments.

b. **Project-based WIL:**

The WIL may be designed as a project-based engagement with an industry partner. In this arrangement, students are not required to work in the client's workplace. Instead, students will work, individually or as a team, with an industry partner on a defined piece of work with a specific 'real world' deliverable. The work will be performed primarily on campus or remotely. Students are not supervised on a day-to-day basis, but the College will provide broad academic supervision and an assessment regime. This Unit will operate as a 'shell unit' for a variety of WIL projects which will alter and change on a trimester-by-trimester and/or year-by-year basis, depending on the required 'life' of the particular project. Projects are sought from a range of industry and College partners that require significant development, communication and documentation effort. Students work in close liaison with their industry partner and academic assessor throughout the project and are expected to demonstrate an advanced understanding of their field of study by applying theoretical knowledge in solving real world problems and strengthening their transferable skills.

Students and staff related to FE and WIL will be given an opportunity to provide feedback about their FE/WIL experience.

College will allocate adequate resources and staff to manage FE and WIL placements.

The College has employed FE Co-ordinator or WIL Officer to manage the FE/ WIL placements. College will appoint appropriate faculty to manage FE/ WIL's academic content and assess student's progress and learning.